WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
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        Work Programs Section

BWSP OPERATIONS MEMO
No.:   00-30
File: 1180.1
Date: 04/14/2000
_____
Non W-2 [X]   W-2 [X]   CC [X]
PRIORITY: Low

SUBJECT: **FILE CODES**

CROSS REFERENCE: Income Maintenance Manual, II-J, 7.0.0.

PURPOSE

This memo provides an updated listing of the file codes.

BACKGROUND

These file codes are used in organizing several forms of communication, including these Operations Memos, CARES Automated Tracking System (CATS) issues, and contacts with the DES Call Center. The codes have been in use for more than 10 years and were jointly developed by state and local staff as a method of managing program materials.

Modifications to the listing are identified by vertical markings in the right margin. A major change is the removal of the file called "Emergency Assistance" from the Wisconsin Works (W-2) files; a new Emergency Assistance (4200) is created as a separate program file as it is a program distinct from W-2. Other changes reflect file additions or name corrections.

DWD/DES/BWSP/PAPD/SD

1000   COMPUTER REPORTING NETWORK / INCOME MAINTENANCE PROGRAM (CRN/IMP)

1001   Inputs / Terminal Operations
1002   Outputs / Reports
1002.1   Benefit History Database
1002.2   Letters / Notices
1002.3   Special Outputs
1002.4   Benefits Distribution
1005   Applicant Tracking System
1010   Conversions
1012   Recoupment Subsystem
1014   Enhancements / Fixes
1014.1   Modernization
1014.2   Redesign
1015   Problems
1016   Case Deletions
1020   Suggestions
1030   Special Routines
1030.1   Person Additions
1030.2   Person Deletions
1080   OIS Network Control Center ("Help Desk") Communications
1085   Security
1099   Miscellaneous

1100   ADMINISTRATION

1101   Confidentiality
1102   Administrative Hearings
1110   Forms
1115   Application Processing
1115.1   Expedited Services
1115.2   FS Applications at SSA
1115.3   MA Outstationing
1115.4   W-2
1116   Request for Re-examination of Eligibility
1118   Transfer Processing
1120   Review Processing
1123   Recoveries (Other than Fraud)
1124   Fraud (General)
1124.1   Administrative Disqualification Process
1125   Verification
1125.1   Welfare Enumeration
1125.2   Income & Eligibility Verification System (IEVS)
1125.3   Dept. of Industry, Labor & Human Relations (DILHR) Query
1125.7   Alien & Citizenship / SAVE
1125.9   Front-End Verification (FEV)
1126   Client Notices & Letters
1127   Brochures & Pamphlets
1140   Quality Assurance
1140.1   Targeted Case Review System (TCRS)
1180   Manuals & Handbooks
1180.1   BWI Operations Memos
1199   Miscellaneous
1199.1   Computer Message System (CMS)
1199.2   Wilson Street Network Services (WSNS)
1199.3   CARES Broadcast Message (DXBM)
1199.4   Internet/Extranet

1200   CARES

      1210   Mass Changes
      1210.1   COLA
      1250   Subsystems
      1250.1   Client Registration (CR)
      1250.2   Application Entry (AE)
      1250.3   Standard Filing Unit (SFU)
      1250.4   Eligibility Determination / Benefit Calculation (EDBC)
      1250.5   Scheduling
      1250.6   Notices
      1250.7   Caseload Management (CM)
      1250.8   Monthly Reporting (MR)
      1250.9   Benefit Issuance (BI)
      1250.10   Benefit Recovery (BV)
      1250.11   Reports (RMDS & EOS)
      1250.12   Quality Control (QC)
      1250.13   Work Programs (WP)
      1250.14   Mass Change (MC)
      1250.15   Data Exchange (DX)
      1250.16   Reference Tables
      1250.17   History Maintenance
      1250.18   Security & Administrative Structure
      1250.19   Medicaid Management Information Systems (MMIS) Interface
      1250.20   CARES/KIDS Interface
      1250.21   Conversion
      1250.22   Child Care Payment System (CCPS)
      1260   Problems & Fixes
      1260.1   Fatal Errors
      1260.2   Abends
      1290   Calendars
      1291   CARES Automated Tracking System (CATS)
      1299   Miscellaneous

1600   TRAINING

      1601   Announcements
      1610   Educational Telephone Network (ETN) Announcements / Agendas
      1611   Educational Telephone Network (ETN) Summaries
      1699   Miscellaneous

2000   MONTHLY REPORTING & INCOME BUDGETING

      2001   Monthly Reporting
      2002   Prospective Budgeting
      2003   Retrospective Budgeting
      2099   Miscellaneous

2400   WISCONSIN WORKS (W-2)

2408   Case Management
2409   Fact Finding Process

2410   Nonfinancial Eligibility
2411   Time Limits

2420   Financial Eligibility
2421   Income
2422   Assets

2430   Work Activities
2431   Assessment
2431.1   Employability Plan
2431.2   Participation Agreement
2431.3   Educational Needs
2433   Work Components
2433.1   Unsubsidized Employment
2433.2   Trial Jobs
2433.3   Community Service Jobs (CSJ)
2433.4   W-2 Transition (W-2T)
2433.5   Time Limits & "Clocks"
2433.6   Activity Tracking
2433.7   Penalties
2435   Education & Training
2436   W-2 Learnfare

2440   Job Access Loans
2441   Transportation Assistance
2442   Employment Skills Advancement Program (ESAP)
2443   Emergency Assistance (Moved to 4200)
2444   Welfare to Work (WtW)
2445   Workforce Attachment & Advancement (WAA)

2450   Payments
2451   Payment Corrections
2452   Payment Reductions

2470   Employer Relations
2471   Employer Guidelines
2472   Marketing

2480   Contracts & Funding
2480.1   Program & Agency Evaluation
2480.2   Fiscal
2480.3   Operations
2480.4   Monitoring
2480.5   Community Reinvestment
2480.6   Performance Standards
2485   Community Steering Committees
2486   Children's Services Network

2499   Miscellanous

2500   AFDC

2510	Nonfinancial
2511	Deprivation Factors (other than MC & UP)
2512	AFDC-UP
2513	AFDC-MC
2514	AFDC Work Programs
2514.1	WIN / WEOP
2514.2	CWEP
2514.3	Learnfare
2514.4	Work Supplementation Program (WSP)
2514.5	JOBS
2515	Grant Continuations
2518	Intentional Program Violation (IPV)
2520	Financial
2521	Unearned Income
2521.1	Child Support / Paternity Income
2525	Earned Income
2525.1	Earned Income Tax Credit (EITC)
2525.2	Self-Employment & Farm Income
2527	Deeming
2528	Shelter Proration (see also 2728)
2529	Lump Sum Income Policy
2530	Assets
2531	Divestment
2535	Vehicles
2540	Work-Related Expense Deductions
2541	Dependent Care Costs
2541.1	Transitional Child Care
2541.2	Child-At-Risk Child Care
2542	Earned Income Disregards
2550	Payment & Benefit Policies
2550.1	Direct Deposit
2550.2	Electronic Funds Transfer (EFT)
2550.3	Benefit Corrections (Underpayments & Overpayments)
2550.4	Two-Tier Benefit Policy
2550.5	Benefit Cap
2560	AFDC-Emergency Assistance
2565	Parent & Family Responsibility Initiative (PFR)
2566	Work Not Welfare (WNW)
2567	Self-Sufficiency First (SSF)
2568	Pay For Performance (PFP)
2599	Miscellaneous

2600   CHILD SUPPORT & PATERNITY (IV-D)

2601	Cooperation / Good Cause
2610	Referral Process
2615	Medical Support Liability
2620	Child Support Reform
2640	KIDS
2650	Child Support Data System (CSDS)
2660	Grandparent Liability
2680	State & Federal Tax Intercept System
2699	Miscellaneous

2815   FS Group
2816   FS Work Programs
2816.1   Food Stamp Employment & Training (FSET)
2818   IPV & Other Disqualifications
2820   Financial
2820.1   Categorical Eligibility
2821   Unearned Income
2821.1   Student Income
2825   Earned Income
2825.1   EITC
2825.2   Self-employment & Farm Income
2827   Deeming
2830   Assets
2831   Divestment
2835   Vehicles
2840   Deductions
2840.1   Utilities
2840.2   Dependent Care
2840.3   Shelter
2840.4   Medical
2845   Eligibility / Allotment Computation
2850   Benefits / Issuance
2850.1   Benefit Corrections ("recoupment & supplementation")
2850.2   FS Machine Issuance
2850.3   Electronic Benefit Transfer (EBT)
2850.5   FS Accounting
2860   Emergency FS Program
2898   Retailer Issues
2899   Miscellaneous

2900   RELIEF TO NEEDY INDIAN PERSONS

2910   Nonfinancial
2911   RNIP Group
2913   Work Experience Program (WEP)
2920   Financial
2921   Unearned Income
2925   Earned Income
2930   Assets
2935   Vehicles
2940   Medical Benefits
2950   Payments
2999   Miscellaneous

3000   REFUGEE ASSISTANCE PROGRAM (RAP)

3100   AFDC-FOSTER CARE (AFDC-F)

3200   AFDC-INSTITUTIONAL CARE (AFDC-I)

3300   ENERGY ASSISTANCE PROGRAM (LIEAP)

3400   WEATHERIZATION PROGRAM

3500   **GENERAL ASSISTANCE (GENERAL RELIEF)**

        3501   State Dependents
        3520   Medical Expenses/Benefits
        3599   Miscellaneous

3600   **SUPPLEMENTAL SECURITY INCOME (SSI)**

        3610   Interim Assistance
        3620   State Supplemental Payment (SSP)
        3699   Miscellaneous

3700   **STUDENT 18-YEAR OLD ASSISTANCE (SEA)**

3800   **OTHER FEDERAL BENEFIT PROGRAMS**

3900   **BURIALS**

4000   **CARETAKER SUPPLEMENT PROGRAM (C-Supp)**

4100   **KINSHIP CARE**

4200   **EMERGENCY ASSISTANCE PROGRAM**

5000   **NON-PROGRAM SPECIFIC CLIENT, PUBLIC, and LEGISLATIVE CONTACTS**

        5001   Fraud Allegations
        5002   Out-of-State Inquiries
        5099   Miscellaneous

6000   **WORK PROGRAMS**

        6100   JOBS
        6150   JOBS Financial
        6200   FSET
        6250   FSET Financial
        6500   Other Work Programs
        6550   Other Work Programs Financial
        6999   Miscellaneous

7000   CHILD CARE

7010	AFDC-Related Child Care
7011	Dependent Care Disregard
7012	Consolidated AFDC Child Care
7013	Transitioinal Child Care
7014	Learnfare Child Care
7015	Months 1 & 2
7020	JOBS Child Care
7030	Low Income Child Care
7031	Priorities for Service
7032	Eligibility Determination
7033	Waiting Lists
7040	Tribal and Migrant Child Care
7050	Wisconsin Works (W-2) Child Care
7060	Family Co-Payments
7070	Authorizations and Payments
7071	Child Care Vouchers
7072	Fraud and Benefit Recovery
7080	Notices
7100	Child Care Regulation
7110	Child Care Certification
7120	Child Care Licensing
7130	Rates
7200	Automation
7210	CARES
7300	Program Administration
7310	Reports and Surveys
7320	Direct Services Funding
7330	Non-Direct Services Funding
7340	Administrative Allocations
7350	Grants Administration
7999	Miscellaneous

8000-9000   RESERVED (These codes are reserved for use by the local agency as and if it wishes.)